DigitalCommons@URI Policies and Guidelines
Version 1: June 12, 2012

About DigitalCommons@URI

DigitalCommons@URI is an institutional repository that showcases the diverse array of materials produced by the University of Rhode Island community. Its purpose is to capture, organize, disseminate, preserve and promote the cultural and scholarly record. Providing free and open access to URI's intellectual and creative output supports the University's core mission of education as a public good.

Members of the URI academic community are invited to contribute their digital content for preservation and worldwide accessibility through DigitalCommons@URI. Should you have any questions, please contact the staff at digitalcommons@etal.uri.edu.

About Institutional Repositories

Institutional Repositories (IRs) bring together all of a university's research under one umbrella, with an aim to preserve and provide access to that research.

IRs provide an excellent vehicle for working papers or copies of published articles and conference papers. Presentations, senior theses, and other works not published elsewhere can also be published in the IR.

To learn more about Institutional Repositories, see the Digital Commons IR research page.

Contents

Collection Development Policy

Who can contribute materials to DigitalCommons@URI?

DigitalCommons@URI includes work created by individuals or groups affiliated with a URI department, program, research team, working group, collaborative project, or conference, such as:

- URI faculty, researchers, and staff
- URI departments, schools, and colleges
- URI research centers
- Undergraduate and graduate students with faculty sponsorship

Other University-affiliated entities will be considered on a case-by-case basis.

What kinds of materials can be contributed to DigitalCommons@URI?

DigitalCommons@URI preserves and makes publicly available scholarly, scientific, professional, and cultural works created within the URI community. Current collection efforts will focus on building up several core content areas:

- Dissertations and theses
- Faculty and student scholarship (articles, presentations, multimedia)
- Documentation of URI-hosted conferences and events (papers, presentations, programs, videos, proceedings)
- Grey literature (technical reports, research reports, working papers)
- Digitized library collections
- Data sets and/or descriptive metadata
- Open access journals

Other types of materials will be considered on a case-by-case basis, including:

- Books and book chapters
- URI archival records (policy documents, meeting notes, reports)
- Course materials

The URI Libraries reserve the right to deny or remove materials not within the scope of the collection development policy.

Copyright/Permission Policy

By depositing content into DigitalCommons@URI, contributors grant the University of Rhode Island a non-exclusive right to distribute the content through the repository. The DigitalCommons@URI staff may be able to assist with specific questions about copyright and permissions, but the primary responsibility of conducting copyright clearance falls to the contributor. During the submission process, contributors will be presented with the agreement:

Submission agreement for materials in DigitalCommons@URI

"By checking the box below, I grant *Collection Name* on behalf of the University of Rhode Island the non-exclusive right to distribute my submission ("the Work") over the Internet and make it part of DigitalCommons@URI.

I warrant as follows:

1. that I have the full power and authority to make this agreement;
2. that the Work does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party; and
3. that no right in the Work has in any way been sold, mortgaged, or otherwise disposed of, and that the Work is free from all liens and claims.

I understand that once a peer-reviewed Work is deposited in the repository, it may not be removed without permission from the administrators."

Contributors must agree to the submission agreement before posting in the repository.

Digital Preservation Policy

The Libraries are committed to preserving and providing access to the scholarly content in DigitalCommons@URI. Some file formats may cease to be supported as a result of changes in technology beyond the control of the Libraries. Bepress, the publisher of the Digital Commons platform, employs multiple preservation strategies to ensure the long-term integrity of deposited materials. These measures include: provision of stable URLs, robust infrastructure, daily and weekly offsite backups, dedicated staff, scheduled maintenance, software testing and development, file format migration and emulation, and OAIS and LOCKSS compliance. The DigitalCommons@URI staff will promote the use of standard and open content formats that meet community-accepted digital preservation standards, are widely supported on a number of platforms, and that can be preserved and migrated forward to new preservation formats over time.

The preferred file type for documents housed in DigitalCommons@URI is Adobe Acrobat PDF. When materials are submitted in Microsoft Word (doc and docx) or Rich Text Format (rtf), DigitalCommons@URI will automatically convert them to searchable PDF, retaining copies of the original

for preservation purposes. Other file types will not be automatically converted to PDF as part of the submission process. PDFs that are uploaded (whether searchable or not) will not be altered in the submission process. For documents not in PDF format, DigitalCommons@URI staff recommend that a PDF version be submitted along with the original whenever possible.

Access and Use Policy

Users are encouraged to cite and link to digital content in DigitalCommons@URI and are free to do so without asking for permission. Depending on the source of the digitized work, licenses or other contractual terms may restrict further distribution or other uses. DigitalCommons@URI does not have authority to grant or deny permissions, as copyright remains with the authors. When any permissible use is made of the materials, we request that DigitalCommons@URI be attributed as the source of the digital contents and that links to the item on DigitalCommons@URI be included where appropriate. If you have any questions about access and use, please do not hesitate to contact the DigitalCommons@URI staff at digitalcommons@etal.uri.edu or (401) 874-5079.

The default rights setting for content in DigitalCommons@URI is Open Access, meaning that anyone with an Internet connection can read the content online for free. In some cases, materials may have a public domain status if they are no longer subject to copyright (usually materials published before 1923). These are the two main rights statuses in DigitalCommons@URI:

- **Public Domain:** This work is in the Public Domain, meaning that it is not subject to copyright. Users are free to copy, use, and redistribute the work in part or in whole. It is possible that heirs or the estate of the authors of individual portions of the work, such as illustrations, assert copyrights over these portions. Depending on the nature of subsequent use that is made, additional rights may need to be obtained independently of anything we can address.

- **Open Access:** This work is protected by copyright law. It is made available to the public through DigitalCommons@URI with explicit permission of the copyright holder. Permission must be requested from the rights holder for any subsequent use.

Contributors can also opt for Creative Commons licenses, which stipulate the terms of reuse of the content. These license options will usually appear in a drop-down menu during the submission process and the options may vary depending on the collection. Possible licenses are:

- **Creative Commons Attribution:** This work must be attributed in the manner specified by the author or licensor (but not in any way that suggests an endorsement of the author on use of the work). For details, see the full license deed at http://creativecommons.org/licenses/by/3.0/.

- **Creative Commons Attribution-NoDerivatives:** Protected by copyright law. This work must be attributed in the manner specified by the author or licensor (but not in any way that suggests an endorsement of the author on use of the work). Only verbatim copies of this work may be made, distributed, displayed, and performed, not derivative works based upon it. For details, see the full license deed at http://creativecommons.org/licenses/by-nd/3.0/.

- **Creative Commons Attribution-NonCommercial-NoDerivatives:** Protected by copyright law. This work must be attributed in the manner specified by the author or licensor (but not in any way that suggests an endorsement of the author on use of the work). Only verbatim copies of this work may be made, distributed, displayed, and performed, not derivative works based upon it. Copies that are made may only be used for non-commercial purposes. For details, see the full license deed at http://creativecommons.org/licenses/by-nc-nd/3.0/.

- **Creative Commons Attribution-NonCommercial:** Protected by copyright law. This work must be attributed in the manner specified by the author or licensor (but not in any way that suggests an endorsement of the author on use of the work). This work may be copied, distributed, displayed, and performed - and derivative works based upon it - but for non-commercial purposes only. For details, see the full license deed at http://creativecommons.org/licenses/by-nc/3.0/.

- **Creative Commons Attribution-NonCommercial-ShareAlike:** Protected by copyright law. This work must be attributed in the manner specified by the author or licensor (but not in any way that suggests an endorsement of the author on use of the work). This work may be copied, distributed, displayed, and performed - and derivative works based upon it - but for non-commercial purposes only. Any alteration, transforming, or building upon this work, allows distribution of the resulting work only under the same or similar license to this one. For details, see the full license deed at http://creativecommons.org/licenses/by-nc-sa/3.0/.

- **Creative Commons Attribution-ShareAlike:** Protected by copyright law. This work must be attributed in the manner specified by the author or licensor (but not in any way that suggests an endorsement of the author on use of the work). Any alteration, transforming, or building upon this work, allows distribution of the resulting work only under the same or similar license to this one. For details, see the full license deed at http://creativecommons.org/licenses/by-sa/3.0/.

Privacy Policy

DigitalCommons@URI respects the privacy of all contributors, visitors and users of its services. Information about privacy in different areas of DigitalCommons@URI is given below.

Assessments

Information and data obtained by DigitalCommons@URI in support of assessment of services, collections, resources, etc., or in support of research related to repository services, are considered confidential and will not be shared except in aggregates or with the express permission of participants, to protect privacy.

Google Analytics

DigitalCommons@URI uses Google Analytics, a Web analytics service provided by Google, to help understand how the site is being used and to improve our interface and services. Google Analytics operates through the use of a "cookie," which is a text file placed on your computer that contains information about your use of DigitalCommons@URI. The information stored in the cookie (including

your IP address) will be transmitted to and stored by Google. DigitalCommons@URI uses this information for analytical and feature-improvement related purposes only. We do not transmit any information to other third parties. For more information on Google Analytics and Google's privacy policy, please visit http://www.google.com/intl/en/privacy.html.

If you choose, you can opt out of this tracking by using one of the following methods:

- Turn off cookies in the preferences setting in your browser
- Use the Google Analytics opt-out browser add-on http://tools.google.com/dlpage/gaoptout

Submission Guidelines

Submissions can be made directly by the individual or via the community administrator. If the collection allows direct submission, the contributor or author can proceed directly to the submission area for the collection after logging into DigitalCommons@URI. To create an account, please see **How to create an account** below. A submission agreement must be accepted before uploading is allowed. The language of the agreement is:

> "By checking the box below, I grant *Collection Name* on behalf of the University of Rhode Island the non-exclusive right to distribute my submission ("the Work") over the Internet and make it part of DigitalCommons@URI.
>
> **I warrant as follows:**

1. that I have the full power and authority to make this agreement;
2. that the Work does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party; and
3. that no right in the Work has in any way been sold, mortgaged, or otherwise disposed of, and that the Work is free from all liens and claims.
   I understand that once a peer-reviewed Work is deposited in the repository, it may not be removed without permission from the administrators."

The following information will be necessary to submit materials: title, author name(s), keywords, abstract, and the full-text file. Please see the details in **Submission Instructions** below.

If submissions are sent electronically to the collection administrator for uploading, the same information must be provided, and the same technical guidelines for text files apply. If authors choose this method of submitting their material, they must have read and agreed to the submission agreement language.

How to create an account in DigitalCommons@URI

 Go to: http://digitalcommons.uri.edu
- Click on the "**My Account**" link on the top right of the page
- Click the "Sign up" button under "Create new account" and create a free account.
    1. Complete the form (the required fields are marked with a red asterisk and they include: email address, first name, last name, and a password.);
    2. Click "Sign up";
    3. A confirmation email will be sent to you with a link to activate the account.

Submission Instructions

Go to the collection page where you want to submit your work
- Click on the "Submit Research" link on the right hand menu
- If you already have an account in DigitalCommons@URI, please login there. If not, please see **How to create an account in DigitalCommons@URI**.

Uploading your work
- **Before you begin, please make sure that you have the necessary information (it may vary from collection to collection), such as:**
    o Title
    o Author(s) information
    o Keywords
    o Abstract
    o Optional Supplementary files (PowerPoint, images, audio, etc.) that are an integral part of the project, but not part of the full text.
    o Full text of the project in Word or PDF format.
- **Scroll down and read the Submission Agreement**
    o Your manuscript will be submitted to DigitalCommons@URI.
    o You must accept the terms of granting DigitalCommons@URI the right to distribute your project by checking off the box that says **"**Please check this if you agree to the above terms."
- **Click on the "Continue button"**
- **The next step will be to enter information about your work in the submission form**
- **Uploading the full text file**
    o Check off "Upload file from your computer"
    o Click the "Choose File" button to locate your work on your computer.
    o Your work should be uploaded as a Word or a PDF file. If you upload a Word document, the system will automatically convert it to a PDF for you. (If you have **additional files** such as sound or video clips, image files, etc. that must also be submitted, check off the

box indicating that you would like to add additional files. You will have an opportunity to upload the additional files on the next screen.)

- o If you do not have any additional files to upload, click the "Submit" button.
- o You will have successfully completed the submission process!
- o At this point you can close out of the DigitalCommons@URI website, or if you know you made a mistake on the submission form or somewhere in your work, you can choose to revise your work.

- **Revising your submission**

  If you need to revise your submission for any reason, click on "**revise submission**" and make the necessary changes on the submission form. Scroll down to the bottom of the submission form to where it says "Upload File", and browse for the corrected version of your work. Click on "Submit". You will be given the choice to revise your submission again. You can revise your submission as many times as you need to. Once you are done you can close out of the DigitalCommons@URI website. For instructions on how to go back later to make revisions to your work, see below.

- **Adding Additional Files**

  Additional files are meant to supplement the full text of your work. They may include any type of files such as audio or video files, image files, a spreadsheet, a PowerPoint file, etc. There are no file size or file format limitations, but please keep in mind that if you upload unusual file formats or very large files people may have trouble downloading them.

  - o If you wish to upload additional files, please check off the box indicating that you would like to add additional files and then click submit.
  - o Browse for additional files on your computer and provide a short description of each file.
  - o Click the Save New File button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click Continue at the very bottom of the screen**.**
  - o If you are satisfied with your submission, you can close out of the DigitalCommons@URI website.
  - o You will have successfully completed the submission process!

How to go back later to make revisions to your submission if you get notification that revisions are required:

First make any changes or corrections you need to make to your project in your original Word document.

Then go to DigitalCommons@URI at http://digitalcommons.uri.edu

Click on the "My Account" link in the top right hand corner and log in.

If you forgot your password or user name click on the link that says "Forget your password?" Enter your email address and click "Email password". Your password and user name will be emailed to you immediately.

Once you are logged in, click on the title of your submission (you may have multi-submissions), and then click the *revise submission* link in the top left menu bar on the subsequent page.

The form you see is the same as the original submission form. Here you can edit any of the information you filled out on the online submission form when you originally uploaded your project -- for example if there is a typo in the title field, if you need to make edits in the abstract field, if you spelled your name wrong in the author field, etc.

If all of the information on the form is correct and you just need to upload a corrected version of your project itself, scroll down almost to the bottom of the form to where it says "Upload File". Browse for your corrected file and upload it, then scroll down to the very bottom of the form and click "Submit."

You will have successfully revised your project, and you can close out of the DigitalCommons@URI website.

Withdrawal and Retention Guidelines

DigitalCommons@URI is meant to be a permanent scholarly record. Once an item is deposited in the repository a persistent URL will be generated and a citation to the item will always remain. Removing content is discouraged. However, authors may request that the repository coordinator/collection administrator remove their files. The repository coordinator must approve all such withdrawals in consultation with the author. Reasons for removal may include copyright infringement, plagiarism, or falsification of data. No files will be removed by the repository coordinator or collection administrators without the author being informed.
Updated versions of content may be posted, and can be linked to the first posted version. Earlier versions may be removed, but we encourage authors to maintain these versions in the repository, as a record of the development of any posted contents.

For any questions or comments about DigitalCommons@URI, please contact the DigitalCommons@URI staff at digitalcommons@etal.uri.edu or at 401-874-5079.

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